

**From:** [Curry, Tim](#)  
**To:** [Scott Hudson](#)  
**Subject:** FW: Call for OLEM Annual Request for Submission of Acquisition Forecast Plans for FY 2020-2022 -- DUE APRIL 3RD  
**Date:** Tuesday, April 02, 2019 7:29:00 AM  
**Attachments:** [FY20-22 Forecast Memo.pdf](#)  
[FY20-22 OAS-OSDBU Forecast Memo.pdf](#)  
[2020-22 Forecast Smart Template.xlsx](#)

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This is an annual commitment the programs have made to inform OAS what work load is expected. It also goes into a publicly available data base so potential vendors can keep track of what is coming down the pipe. We have the ITC response today and theoretically for the next 13 days. I won't be able to make the VTC today. In the end the program needs to decide what direction they will take to make the forecast anyway. You can call my cell phone to discuss. We have a pre-flight call at 0800 and we try to get the plane over the targets at 0900. Afterwards its mostly data processing and reporting so its easier to take calls after 10:00

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**From:** Perry, Portia  
**Sent:** Tuesday, April 02, 2019 7:23 AM  
**To:** Curry, Tim <[Curry.Timothy@epa.gov](mailto:Curry.Timothy@epa.gov)>; Thomas, Mark J. <[Thomas.Markj@epa.gov](mailto:Thomas.Markj@epa.gov)>; Vescio, Joseph <[Vescio.Joseph@epa.gov](mailto:Vescio.Joseph@epa.gov)>; Thomas, Rob <[Thomas.Rob@epa.gov](mailto:Thomas.Rob@epa.gov)>; Kaelin, Lawrence <[Kaelin.Lawrence@epa.gov](mailto:Kaelin.Lawrence@epa.gov)>  
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**Subject:** FW: Call for OLEM Annual Request for Submission of Acquisition Forecast Plans for FY 2020-2022 -- DUE APRIL 3RD

Good Morning All,

This is a gentle reminder that your acquisition plans are due tomorrow – Wednesday, April 3<sup>rd</sup>.

Thanks.

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**From:** Perry, Portia  
**Sent:** Wednesday, March 20, 2019 1:24 PM  
**To:** Curry, Tim <[Curry.Timothy@epa.gov](mailto:Curry.Timothy@epa.gov)>; Thomas, Mark J. <[Thomas.Markj@epa.gov](mailto:Thomas.Markj@epa.gov)>; Vescio, Joseph <[Vescio.Joseph@epa.gov](mailto:Vescio.Joseph@epa.gov)>; Thomas, Rob <[Thomas.Rob@epa.gov](mailto:Thomas.Rob@epa.gov)>; Bosecker, Elizabeth <[Bosecker.Elizabeth@epa.gov](mailto:Bosecker.Elizabeth@epa.gov)>; Kaelin, Lawrence <[Kaelin.Lawrence@epa.gov](mailto:Kaelin.Lawrence@epa.gov)>  
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Hello Everyone,

It's that time of year again!

Attached is the Annual Call Memorandum for the Submission of Acquisition Forecast Plans. The first call memo was issued by Nigel Simon, Senior Resource Official on March 19, 2019. The second memo was issued by Kimberly Patrick, Director of Office of Acquisition Management (OAM), and Denise Benjamin Sirmons, Director of Office of Small and Disadvantaged Business Utilization, dated March 4, 2019. The purpose of these memorandums are to request our submission of the Acquisition Forecast Information for FY 2020 through FY 2022. Please review the attached information and follow the instructions for each attachment (Attachments A - E) to the letter. An excel spreadsheet (also attached) has been provided for recording your contracting plans. I will be consolidating all elements of the forecast for a final response for Reggie's signature once all documentation has been received.

Please provide your responses to me *on or before Wednesday, April 3, 2019*.

If you have any questions or are unable to meet this deadline, please e-mail me or call at the number below.

Thanks in advance for your assistance.

*Portia Perry*

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